

Right of Way Professional Career Path

Right of Way Agent RWA

Program Guide





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Welcome to the Right of Way Agent Certification Program!

What is the RWA Certification?

The Right of Way Agent Certification (RWA) is the first level in a three level generalist program leading to the SR/WA Designation.

While the RWA may be a specialist in one area, they must also be familiar with all disciplines associated with the right of way profession. The RWA certification reflects evidence of professional accomplishment in the right of way profession.

Stay Ahead of the Curve

Today's marketplace is crowded and complex. To develop a solid, competitive advantage—and to remain ahead of that curve—you can rely on a RWA Certification to prepare you and your company for whatever lies ahead.

The Only Name That Counts

IRWA stands for the highest standard of excellence. As such, a RWA Certification is a rigorous process that will work to differentiate you from other professionals. Our high standards have enabled us to create a distinction that is universally respected by customers, businesses and colleagues across most disciplines.

The Right Stuff

Companies with employees that are IRWA certified report impressive results. Certification can often win business in competitive situations. Certified professionals often make better employees. They tend to exhibit higher productivity, reduced learning curves, increased technical competencies, lower error rate, and a higher level of job satisfaction.

Individual Benefits

Earning the RWA Certification will help boost opportunities and salary potential. The RWA Certification expands employment opportunities, increases salary potential, boosts chances for career advancement and demonstrates professional commitment.

Benefits to Employer

Employers benefit from the RWA Certification too. They will be rewarded with higher employee retention, increased productivity and a boost in employee morale and confidence. The Certification enhances employee skills through multidiscipline training and examination. Retaining experienced staff is an enormous competitive advantage for any employer.

We congratulate you on your decision to pursue the RWA Certification.

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Glossary of Terms

- AAPL: American Association of Professional Landmen
- CAPL: Canadian Association of Petroleum Landmen
- CAPSTONE EXAM: Final Examination, available in single discipline or comprehensive
- Credit Units: number of course credit hours granted for initial certification or for recertification
- HQ: IRWA Headquarters Office
- IEC: International Executive Committee
- Credentialing Committee: provides structure & oversight for IRWA's Credentialing Programs
- IRWA: International Right of Way Association
- PDC CHAIR: Professional Development Committee Chair (Chapter Level)
- RWA: Right of Way Agent Certification
- RWP: Right of Way Professional Certification
- R/W: Right of Way
- SR/WA: Senior Right of Way Professional Designation

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IRWA Code of Ethics

RECOGNIZING the responsibility of our profession to the people and business of our country, and believing that we should encourage and foster high ethical standards in our profession, we do hereby adopt the following **CODE OF ETHICS** for our constant guidance and inspiration predicated upon the basic principles of truth, justice and fair play.

To show faith in the worthiness of our profession by industry, honesty and courtesy, in order to merit a reputation for high quality of service and fair dealing.

To add to the knowledge of our profession by constant study and to share the lessons of our experience with our fellow members.

To build an ever increasing confidence and good will with the public and our employers by poise, self-restraint and constructive cooperation.

To ascertain and weigh all of the facts relative to real properties in making an appraisal thereof, using the best and most approved methods of determining the just and fair market value.

To conduct ourselves in the most ethical and competent manner when testifying as an expert witness in court as to the market value of the real properties, thus meriting confidence in our knowledge and integrity.

To accept our full share of responsibility in constructive public service to community, state and nation.

To strive to attain and to express a sincerity of character that shall enrich our human contacts, ever aiming toward that ideal -- "The Practice of the Golden Rule."

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Steps to earning the RWA

1. Read through program guide and description
2. Determine if prerequisites met
3. Determine education and right of way experience eligibility
4. Meet with Chapter PDC Chair to verify qualifying experience
5. Submit candidacy form to IRWA headquarters
6. Complete IRWA Coursework & meet ethics requirement
7. Submit Completion Application to local Chapter's PDC Chair

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Prerequisites:

IRWA Certification:

There is no prerequisite for the RWA Certification.

Eligibility:

Anyone involved in the right of way profession, such as those serving in appraisal, asset/property management, law, engineering, environmental, negotiation/acquisition, relocation assistance, surveying and title examination is eligible. Membership is not a requirement.

Formal Education:

Candidates for the RWA must hold a 2-year Degree (US) or a Diploma (CDN); the degree must be earned prior to submitting completion application.

Or in lieu of a Degree, complete any of these additional requirements:

Experience:

2 years qualifying ROW experience (in addition to 1 year qualifying experience.)

Coursework:

128 IRWA approved units (in addition to course requirements.)

CAPL or AAPL Certification

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Qualifying Experience:

The following matrix provides the details of qualifying experience that can be applied towards this certification. Refer to the application form for details regarding verification of qualifying experience.

Generalist Career Path Qualifying Experience Requirements Matrix

Congratulations on deciding to pursue candidacy to one of IRWA's Generalist Career Path Options!

The following matrix illustrates the Qualifying Experience Requirements necessary to pursue candidacy to IRWA's three Generalist Career Path Options. If you are new to the process or currently looking to further your IRWA Generalist certification, the following matrix will help you to know the Qualifying Experience required for each of the three Generalist Career Path Options you may choose.

The three Generalist Career Path Options are as follows:

- Right of Way Agent (RWA)
- Right of Way Professional (RWP)
- Senior Right of Way Professional (SR/WA)

Generalist Career Path Qualifying Experience Requirements	Generalist Career Path Options		
	RWA	RWP	SR/WA
Preliminary Requirements	2-year degree/ alternate and 1 year Right of Way (ROW) Experience See ROW Experience Requirements below	2-year degree/ alternate and 3 years ROW Experience See ROW Experience Requirements below	Bachelor's Degree/ international equivalent/ alternate and 5 years ROW Experience See ROW Experience Requirements below
ROW Experience Requirements <i>What qualifies as ROW experience?</i> For each Generalist Career Path Option (RWA, RWP, SR/WA) you need to demonstrate professional ROW (Right of Way) experience from 1 bullet in 1 of the following categories, not 1 bullet from each category (e.g., Basic ROW, Emergency Response, Appraisal, Relocation, Meetings, Project Management, Administration) Demonstrating ROW experience from 1 bullet will fulfill (upon evaluation) the qualifying ROW experience requirements necessary for the career path option (RWA, RWP, SR/WA) as long as you meet the Preliminary Requirements (Education and Years of Experience) stated above.			



Qualifying Experience Requirements	RWA	RWP	SR/WA
Basic ROW Experience <ul style="list-style-type: none"> • Completes project land planning • Assesses and selects alternate routes/alignments/sites • Designs project • Meets with agency representatives • Demonstrates a working knowledge of legislation and regulation • Provides public notification/consultation • Prepares/reviews/publishes public notices in compliance with regulatory requirements (e.g. radio, television, newspaper) • Coordinates/participates in project information sessions, project open houses, public meetings and town halls • Coordinates/leads discussions about rights in relation to access, overlapping issues of right of way and road use, environmental issues • Interprets maps and construction plans • Explains appraisal or explain the appraisal process to the property owner, depending on the state/provincial regulation • Conducts due service (US); substituted service (CAN) • Executes/completes acquisition documents • Negotiation or condemnation/expropriation activities required in connection with the acquisition of interest in property • Negotiation activities for the sale or lease of interests in property • Drafts regulatory applications • Drafts and responds to information requests • Attends/participates in hearings • Coordinates / prepares expert witnesses and hearing testimony • Prepares/participates in condemnation (U.S.); expropriation (CAN) regulatory processes • Participates in post-construction activities (e.g. property inspections and field activities) • Prepares and/or review environment assessments, statements and studies • Collects and analyses data leading to recommendations or conclusion related to right-of-way activities/projects • Identifies and recommends mitigation and remediation of environmental impacts • Leads or participates in audit functions (e.g. compliance- engineering, environmental, financial) • Relocates and re-establishes persons, businesses, farm operations and non-profit organizations • Analyzes comparable housing and computes replacement housing payments and/or classifies relocation payments and/or prepares relocations plans • Prepares relocation/adjustments of existing facilities • Applies for abandonment of existing facilities and infrastructure 	✓	✓	✓
Emergency Response <ul style="list-style-type: none"> • Prepares emergency response planning for specific right-of-way projects 	✓	✓	✓
Appraisal <ul style="list-style-type: none"> • Assists the appraiser of record at onsite right of way property inspections • Creates property sketches and assists in preparing exhibits for the right of way appraisal report • Prepares appraisals for right of way purposes 	✓	✓	✓



Qualifying Experience Requirements	RWA	RWP	SR/WA
Relocation <ul style="list-style-type: none"> Relocating and re-establishing persons, businesses, farm operations and non-profit organizations Making replacement housing computations when such services involve a replacement housing study and an interpretation of real estate valuation principles for relocation Conducting studies and analyses for the development of a relocation program plan Direct and field ROW relocation assistance activities 	✓	✓	✓
Meetings <ul style="list-style-type: none"> Participates or Chairs regulatory and/or synergy group meetings. (e.g. industry representatives, NGOs, public, Interstate Natural Gas Association of America) 	✓	✓	✓
Project Management <ul style="list-style-type: none"> Prepares or supervises survey engineering drawings and documents Reviews, approves, and certifies technical requirements and drawings Researches or supervises, identifies and stakes right of way Manages schedule, budget, and estimate Provides subject matter expertise Coordinates quality assurance/quality control Manages right-of-way projects Coordinates quality assurance/quality control 	✓	✓	✓
Administration <ul style="list-style-type: none"> Prepare acquisition documents for a project after NEPA/CEAA regulatory clearances have been met (e.g. First Nations, environmental clearance) Preparing information needed (e.g. surveys, preliminary title reports) Conduct title searches: existing easements, rights of way, identify property owners Review final acquisition documents Record final acquisition documents Comply with regulations Prepare contracts (e.g. hiring contractor) 	✓	Does not qualify	Does not qualify
Property Management <ul style="list-style-type: none"> Tenant Management Manage revenue Assess repairs/oversee repairs Contract management Lease negotiations 	Does not qualify	Does not qualify	Does not qualify



Qualifying Experience Requirements	RWA	RWP	SR/WA
Real Estate Valuation <ul style="list-style-type: none"> Tax assessment 	Does not qualify	Does not qualify	Does not qualify
Real Estate (Licensed) Negotiations (buy/sell) <ul style="list-style-type: none"> Negotiate or acquire property for a general [non right-of-way] development/project Broker price opinion (BPO) 	Does not qualify	Does not qualify	Does not qualify
<p>The following activities DO NOT count as qualifying experience for any of the Generalist Career Path options:- RWA, RWP, SRWA:</p> <ul style="list-style-type: none"> Project management (non right-of-way projects) Administration (data book preparation; collect comparable sales information) Lender Appraisals Relocation from real estate point of view (e.g. employee relocation) Move estimator (moving company) Managing apartment complexes and/or commercial complexes Broker price opinion (BPO) Completing relocation administrative duties (e.g. assembling relocation packets) Collecting relocation plan data Relocating from real estate point of view (e.g. employee relocation) Moving estimator (e.g. moving company) General supervision of projects with relocation activities Completing general administrative activities (e.g. answering the telephone, filing, mailing) 			

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Candidacy:

Submit candidacy application once you have met with your chapter professional development chair to verify qualifying experience. Incomplete applications will be returned to candidate. Applications will be processed in order of receipt and may take up to 4 weeks

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Coursework:

To obtain the RWA Certification, the candidate must successfully complete a total of 64 Credit Units cumulatively. These 64 IRWA approved Credit Units of beginning courses must be earned as follows:

- 32 Credit Units must be earned through attendance in Course 100, to ensure a multi-discipline education. 24 Credit Units can be earned in any one discipline with 16 Credit Units maximum in any beginning discipline from 100 through 900 series
- 8 Credit Units can be earned through attendance in the electives category. These Credit Units may be in any one discipline, as long as the course is in the beginning classification.

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Ethics:

To obtain the RWA Certification, the candidate must successfully complete 8 Credit Units in an IRWA Ethics Course. The ethics course must be recent to be valid (no more than 5 years prior to



date of submission of completion application). Only IRWA Ethics can be used toward initial certification and designation.

Ethics courses will only apply towards the ethics requirement.

Capstone Examination:

There is currently no capstone exam required for the RWA Certification

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Completion:

Submit completion application to PDC Chair once all requirements have been met. Incomplete applications received by PDC chair will be returned.

Applications will be processed in order of receipt and may take up to 6 weeks

Non-member who obtained the RWA Certification pays an annual maintenance fee of \$135 starting from the first anniversary of the approval date.

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Recertification:

There is currently no recertification required for the RWA Certification

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Inactive Status

Parking

During an inactive period, (when not employed in or otherwise involved with the right of way profession) an RWA may request the inactive status as follows:

1. Submit a letter, along with the processing fee requesting the RWA Certification be held in an inactive status and acknowledging that during such period, the RWA Certification may not be used.
2. Pay an annual maintenance fee during inactive status.

To apply for inactive status, designation must be current. Inactive status may not be applied for if recertification has expired.

Reinstatement

To re-establish to active status:

1. Submit a letter requesting to re-establish the active status of the RWA Certification, including a reinstatement fee.



2. Complete current recertification requirements for the RWA Certification.
(Recertification must be completed within what remains of the original RWA 5 year period from the time the inactive status was entered into.)
3. Comply with any current recertification or other requirements as may be established by the Credentialing Committee.

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